



CITY OF HOLLISTER / VETERANS' MEMORIAL BUILDING

649 San Benito Street ♦ Hollister, CA 95023
Telephone 831 630-5120 ♦ Fax 831 638 1294

The use of the Veterans' Memorial Building is governed by the **Operating Policies, Procedures and Regulations** approved by the Hollister's City Council in May 2003 and available at the Veterans' Building offices upon request, and at our website under construction.

RENTER'S GUIDE AND CHECKLIST

- ☐ Contact Hollister Recreation Division for availability of desired date(s), time(s), and room(s).
- ☐ Schedule a meeting with Recreation Division staff at the Veterans' Memorial Building to obtain a copy of Facility's Operating Policies and Procedures, discuss type of use and conditions, determine fees, plan layout for event, and take tour of facility.
- ☐ Complete a Facility Rental Application with the Hollister Recreation Division—at the Community Center or the Veterans Building offices. In order to obtain any reservation of date(s), time(s) and room(s), a non-refundable \$25 Application Processing Fee plus the applicable refundable Facility Security Deposit must accompany the submitted application.
- ☐ Submit payment of applicable Facility Rental Fee a minimum of **30 calendar days** prior to scheduled major events (Main Hall, Dining Room, or any combination of rooms); or a minimum of **14 calendar days** prior to scheduled minor events (Conference Rooms, Backstage Rooms and Kitchen only).
- ☐ Provide proof of liability insurance in the amount of \$1,000,000 naming the City of Hollister as an "Additional Insured". The City of Hollister offers, as an option, the Tenant User Liability Insurance Program (TULIP) for users of City facilities.
- ☐ If security is required as a condition of rental, provide Recreation Division with a copy of agreement with approved security firm at least **14 calendar days** prior to major events or **7 calendar days** prior to minor events. If alcohol is involved with the rental, the maximum number of security personnel will be required (1 per 75 attendees). The nature of the event may determine if additional security is required.
- ☐ If alcohol is going to be sold, obtain and provide a copy to the Recreation Division of the appropriate State of California Alcohol and Beverage Control, State of CA Board of Equalization permits or licenses, and any other local permits that may be required.

- ☐ Provide a list of proposed decorations arrangements to the Recreation Division **14 calendar days** prior to event. Decorations cannot be attached to walls, ceilings or other building structures. All decorations must be fireproof or of fire retardant materials, must meet city, state, and federal safety requirements, and are subject to removal. Candles, pyrotechnical devices, or other open flame devices will not be permitted.
- ☐ Finally, contact the Recreation Division at least two (2) to three (3) working days prior to event to finalize any last minute details related to scheduled rental, including time schedule for rehearsals, deliveries by decorators, suppliers, caterers, and entertainers. The Permittee will also designate an alternate emergency contact person to act in their behalf during preparations, development and conclusion of the event.

BEFORE THE EVENT

- ☐ The staff will provide set up of tables, chairs and other equipment, in the quantity and disposition predetermined by the rental agreement. City staff must approve any changes to the original plan.
- ☐ The Permittee and city staff will have a walk through the facilities to be used and sign his conformity as to the state of the premises and equipment to be used. This agreement shall be used after the event to determine any damages.

AFTER THE EVENT

- ☐ After the event, the Permittee will remove all personal items, decorations, tablecloths, equipment and materials brought in for the occasion. Permittee must place all refuse in the appropriate receptacles. Once this step is accomplished, a new walk will determine if the building or equipment suffered any damages, or if there was any additional charges not included in the original contract.
- ☐ The city staff will take down tables, chairs and other equipment, cleaning of floors and restrooms, and vacuuming of carpeted areas.
- ☐ The Recreation Division will refund your Facility Security Deposit (or portion thereof) within 15 working days after the event.

Parking Availability

There is street parking around the Veterans Building. Additionally, the City has several free parking lots in the immediate neighborhood, shown in the plan with stars, including a four level parking structure (Briggs Building*) at the corner of San Benito and 4th Streets. For deliveries, there is a loading dock in the North side of the Building (Browns Alley) with direct access to the Stage and Main Hall.

***The Briggs Building is open**

Mon-Fri: 7 am to 11 pm

Saturdays: 7 am to 8 pm

Sundays: Closed

